

**Diocesan Bookkeeper  
Catholic Diocesan Centre  
Archdiocese of Halifax – Yarmouth**

The Archdiocese of Halifax – Yarmouth is seeking an experienced, reliable and detailed oriented Bookkeeper to support the Business Office and multiple parishes within the Archdiocese of Halifax-Yarmouth. The Business office is looking to hire a **full-time or part-time** individual to join their team.

Reporting to the Financial Administrator and operating with a high degree of confidentiality and accuracy, the Bookkeeper is responsible for ensuring the accurate and timely processing of the overall financial administration and bookkeeping functions of various parishes.

**A full job description is available upon request.**

The successful candidate should have:

- Must be comfortable working in a catholic prayerful environment
- Has an accounting/business degree or diploma or an acceptable combination of education, training and experience
- Knowledge of parish operations and the Catholic church is an asset
- Minimum 3 years' experience in an accounting/bookkeeping role or related experience
- Strong knowledge of software such as QuickBooks
- Skills and/or prior experience in financial/budget management
- Ability to work with minimal supervision
- Strong analytical and problem solving skills
- Demonstrated above average written and oral communication skills with the ability to maintain a high degree of confidentiality
- Able to demonstrate experience working with different communication media (e.g. email, MS Office, Excel, PDF) written and telephone.

**Who You are.** You are a self-driven professional, comfortable and enjoy working with numbers. You have strong understanding of bookkeeping functions and have a reputation for adding value to all that you do. You are a team player who understands that we are stronger when we work together to serve God. We need to hear from you.

**To apply:**

Please demonstrate in your application how you meet the above qualifications. In your cover letter identify the position and email to Andrea Antonio: [aantonio@halifaxyarmouth.org](mailto:aantonio@halifaxyarmouth.org) with Diocesan Bookkeeper in the subject line.

The position will remain open until a suitable candidate is found.

**Condition of employment:**

The offer of employment is conditional upon the completion of all applicable background checks and confirmation of references and credentials, the results of which must be satisfactory to the employer.

We thank all applicants for the interest, however, only those selected for an interview will be contacted.